

1743 Keeping and Destroying Records
NIH Records Control Schedule

2200 Equal Employment Opportunity Files

2200-A-1 Affirmative Action Plans, (AAP) outlining proposed actions for overcoming NIH equal employment problems. Included are supporting papers such as correspondence, minutes or meetings where plans are discussed, AAP's of individual ICs, progress reports and evaluations.

- a. Consolidated NIH-wide plans.

Disposition: Destroy 5 years from date of plan.

- b. IC or lower level feeder plans.

Disposition: Destroy 5 years from date of plan, or sooner if no longer needed for administrative purposes.

- c. Report of on-site reviews of Affirmative Action Programs.

Disposition: Destroy 5 years from date of report.

- d. Agency copy of annual report of Affirmative Action accomplishments.

Disposition: Destroy 5 years from date of report.

2200-A-2 Special Program Files, including records on programs sponsored or operated by the EEO Office such as the Federal Women's Program, ethnic cultural programs and training programs.

Disposition: Destroy all copies when 5 years old. Copies in the ICs or other locations may be destroyed earlier if no longer needed for reference.

2200-A-3 Complaints Case Files of formal complaints of discrimination. Individual case files containing the complaint, the counselor's report, investigative records, transcript of hearings, appeals examiner's decisions, and other records as described in 29 C.F.R. 1613.222. (Privacy Act Systems of records 09-90-0015 and 09-90-0009).

- a. Official Discrimination Complaint Case Files.

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Disposition: Destroy 4 years after final decision on case when resolved within DHHS.

- b. Duplicate case files or documents pertaining to cases files retained in Official Discrimination Complaint Case Files.

Disposition: Destroy 1 year after resolution of case.

- c. Preliminary and Background Files.

- (1) Background documents related to the case but not included in the Official Discrimination Complaint Case File.

Disposition: Destroy 2 years after final resolution of case.

- (2) Records documenting complaints that do not develop into Official Discrimination Complaint Cases.

Disposition: Destroy when 2 years old.

- d. Compliance Records.

- (1) Compliance Review Files. Reviews, background documents, and correspondence relating to contractor employment practices.

Disposition: Destroy when 7 years old.

- (2) EEO Compliance Reports.

Disposition: Destroy when 3 years old.

- e. Employee Housing Requests. Forms requesting agency assistance in housing matters, such as rental or purchase.

Disposition: Destroy when 1 year old.

- f. Employment Statistics Files. Employment statistics relating to race and sex.

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Disposition: Destroy when 5 years old.

[NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by this sub-item are not authorized for disposal under the NIH RCS 2800 series or the GRS 20/3) Such files must be scheduled on an SF 115.]

2200-A-4 Informal Complaints Case Files of complaints settled within NIH. Documents included are complaints, counselor's report, correspondence and other documents related to processing the case. (Privacy Act System 09-90-0014)

Disposition: Official EEO file - Destroy 4 years after settlement of the complaint.

Other copies - Destroy 1 year after settlement of complaint.

2200-A-5 Grievances Files: These are individual case files of employee grievances, which include the original grievance and documents developed in investigating and resolving the case.

Disposition: All copies - Destroy 4 years after the file is closed.

2200-A-6 Adverse Action Files: These are individual case files on adverse actions. Included are all supporting and related papers.

Disposition: All copies - Destroy 4 years after the file is closed.

2200-A-7 EEO Advisory Council: See item 1100-H-4.

2200-A-8 Adverse impact files: Records or other information which will disclose the impact of tests and other selection procedures on the employment opportunities of persons identifiable by race, sex, ethnic group or handicap in order to determine compliance with the Uniform Guidelines on Employee Selection Procedures (29 C.F.R. sub-section 1607.4).

Disposition: Destroy 5 years after the date of the record.